



CITY OF PEABODY

HUMAN RESOURCES DEPARTMENT

CITY HALL, 24 LOWELL STREET, PEABODY, MA 01960

Phone: (978) 538-5723/5721

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JOB POSTING
MAYOR'S OFFICE
DIVERSITY, EQUITY, AND INCLUSION DIRECTOR

Job Title: Diversity, Equity, and Inclusion Director

Schedule: Full-time, 32.5 hours per week, Monday through Wednesday 8:30 AM to 4:00 PM,
Thursday 8:30 AM -7:00 PM, Friday 8:30 AM – 12:30 PM

Salary: \$68,500 - \$76,127 (ordinance maximum)

Job Summary:

The City of Peabody seeks interested, qualified and motivated candidates for the new position of Diversity, Equity, and Inclusion Director. Under the direction of the Mayor, the Diversity, Equity, and Inclusion Director will lead the development, implementation and monitoring of policies and initiatives that promote diversity, equity and inclusion within all City and School departments. The Director will serve as the City's ADA Coordinator.

Essential Duties and Responsibilities:

Duties include but are not limited to:

- Advise the Mayor, City Council, Superintendent of Schools, School Committee, and all City departments on issues, best practices and policies relating to diversity, equity, and inclusion.
- Participate in the regular review and update of employment policies for both the City of Peabody and Peabody Public Schools to promote diversity, equity, and inclusion within the workforce.
- Responsible to maintain expertise in rules, regulations, and best practices for advancing diversity, equity, and inclusion within the workforce to inform policy recommendations.
- Address challenges and barriers the City currently faces involving diversity.
- Collaborate with Human Resources to develop initiatives to attract, retain, and develop diverse talent.
- Develop, implement, and assess the effectiveness of training initiatives to build a climate of equity, inclusion and belonging.
- Collaborate with all City and School departments to provide a diversity, equity, and inclusion lens on events and initiatives.
- Collaborate with community boards, groups, non-profits, schools, councils, business organizations, etc. to raise awareness and promote diversity, equity, and inclusion initiatives.
- Represent City government in the community, as a partner committed to diversity, equity, and inclusion.
- Develop metrics and track data to determine progress toward diversity, equity, and inclusion goals.
- Proactively provide recommendations to grow inclusivity in Peabody.
- Ensure the timely and ongoing City compliance with the American with Disabilities Act.
- Facilitate monthly Disability Commission meetings.
- Serve as primary contact for the community regarding ADA compliance.
- Perform related duties as may be required or assigned.

Qualifications:

The Diversity, Inclusion, and Equity Director should have a bachelor's degree in public administration, business, human resources management, organizational development or a related field and should have three to five or more years of related experience, certificate or recent coursework in DEI or an advanced degree preferred. Required to have an understanding of state and federal employment and labor laws relevant to municipal employees and union contracts, in addition to knowledge of federal rules and regulations including civil rights and the ADA. Prior experience working in a municipality or as a trainer or community organizer is preferred. Must have excellent public speaking skills; experience with the design and facilitation of professional development and training programs. Must work with discretion and confidentiality. Must enjoy working in a team environment. Exceptional customer service, problem solving, and strategic planning skills required. Any combination of education and experience shall be considered.

Posting Date: June 7, 2023

How to apply: Qualified candidates please apply by submitting a cover letter and resume by the preferred application date of Friday June 30, 2023, at 12:30 PM. Position to remain open until filled. Candidates will be considered as applications are received. Apply to the Human Resources Department at City Hall, 24 Lowell Street; via email to hr@peabody-ma.gov; or by fax 978-278-1544. Application is available online at: <https://www.peabody-ma.gov/hr/JobApplication.pdf>. The City of Peabody is an EOE.